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AUDITOR-CONTROLLER

**COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER**

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February 6, 2006

TO: Mayor Michael D. Antonovich
Supervisor Gloria Molina
Supervisor Yvonne B. Burke
Supervisor Zev Yaroslavsky
Supervisor Don Knabe

FROM: J. Tyler McCauley 
Auditor-Controller

SUBJECT: **GROUP HOME PROGRAM MONITORING REPORT – TANA GROUP
HOME INCORPORATED, ARLINGTON AND NORMANDIE GROUP
HOMES**

We have completed a review of Arlington and Normandie Group Homes (Group Home or Agency) operated by Tana Group Home, Incorporated. Each Group Home contracts with the Department of Children and Family Services (DCFS).

Arlington Group Home is a six bed facility, and Normandie Group Home is a twelve bed facility. Each Group Home provides care for boys ages 12-17 years, who exhibit behavioral, social, and emotional difficulties. At the time of the monitoring visit, Arlington Group Home was providing services for three Los Angeles County DCFS children. Normandie Group Home was providing services for one Los Angeles County DCFS child.

Tana Group Homes are located in the Second District.

Scope of Review

The purpose of the review is to determine whether the Agency is providing the services as outlined in their Program Statement. Additionally, the review covers basic child safety and licensing issues, and includes an evaluation of the Agency's Program Statement, internal policies and procedures, child case records, a facility inspection, and interviews with children placed in the Group Home at the time of the review. Interviews with children are designed to obtain their perspectives on the program

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services provided by the Agency, and to ensure adherence to the Foster Youth Bill of Rights.

Summary of Findings

Generally, the Agency is providing the services as outlined in their Program Statement. However, each Group Home has deficient areas that need to be addressed.

Both Group Homes need to provide adequate lighting in all bedrooms; replace worn pillows; remove cleaning fluids from the food pantries; include the treatment team and input from the child in the implementation of the Needs and Services Plans (NSPs); maintain current and comprehensive NSPs that include long and short term goals; provide children with opportunities to participate in planning activities; and provide children with the required minimum weekly allowance.

Arlington Group Home needs to secure the storage bin in the backyard.

Normandie Group Home needs to remove debris in the backyard; repair or replace the shelf in the bedroom closet; and repair the bedroom furniture.

Attached is a detailed report of the review.

Review of Report

We discussed our report with the Agency's management. In response to the recommendations made in the report, the Agency's management completed a corrective action plan (attached) which we approved. We thank the management and staff for their cooperation during our review.

If you have any questions, please contact me, or have your staff contact Mike Pirolo at (626) 293-1110.

JTM:MP:CC:ec
http://auditor.co.la.ca.us/group_home.asp

Attachments

c: David E. Janssen, Chief Administrative Officer
David Sanders, Ph.D., Director, DCFS
Paul Higa, Chief Probation Officer
Carrie Thomas, Executive Director, Tana Group Home
Public Information Office
Audit Committee

**Tana Group Home
Arlington Site
3417 Arlington
Los Angeles, California 90018
Phone: 323-766-942
License Number: 191801363
Rate Classification Level: 8**

I. Facility and Environment

Method of assessment – Observation

Comments:

Arlington Group Home is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean, and adequately landscaped. However, items such as shovels and paint are left in an unsecured storage bin creating a safety hazard.

The interior of the Group Home is well maintained. The common quarters are neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment. However, there are cleaning fluids stored with food items in the pantry.

Children's bedrooms are well maintained. The rooms are clean and orderly, and have age-appropriate personalized decorations. There is adequate furniture and storage space. However, the bedrooms do not have adequate lighting. Window coverings and window screens are in good repair. The mattresses are comfortable, and the beds all have a full complement of linens; however, the pillows are worn and flat. Children's sleeping arrangements are appropriate.

The Group Home maintains age appropriate and accessible recreational equipment. There are also board games, a TV, and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

Recommendations

1. Tana Group Home management :

- a. Secure the backyard storage bin.**
- b. Remove cleaning supplies from the food pantry.**

- c. Replace pillows and provide adequate lighting in the children's bedrooms.

II. Program Services

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The treatment team and the child are not included in the development or implementation of the Needs and Services Plans (NSPs). The NSPs are not current or comprehensive, and do not include long and short-term goals.

Case files reflect adequate documentation to show that children are receiving treatment services.

Recommendations

2. Tana Group Home management:

- a. Include the treatment team and input from the child in the development and implementation the NSPs.
- b. Maintain a current NSP for each child.
- c. Develop NSPs that are comprehensive, and include short and long term goals.

III. Educational and Emancipation Services

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

Children are attending school. Children are provided with educational support and resources to meet their educational needs, and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help, and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

Recommendations

There are no recommendations for this section.

IV. Recreation and Activities

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

The Group Home provides children with sufficient recreational activities, and leisure time. However, children are not given sufficient opportunities to participate in planning activities.

Children participate in extra-curricular, enrichment, and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

Recommendation

3. Tana Group Home management provide children with sufficient opportunities to participate in planning activities.

V. Psychotropic Medication

Method of assessment – Review of relevant documents

Comments:

According to the Agency's management, there are currently no children receiving psychotropic medications. This information is appropriately documented.

Children are aware of their right to refuse medication.

Recommendations

There are no recommendations for this section.

VI. Personal Rights

Method of assessment –Interviews with children

Sample size for interviews: Two

Comments:

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home, and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff, and report that staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are able to make and receive personal telephone calls, send and receive unopened mail, and have private visitors. Children are able to attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

Recommendations

There are no recommendations for this section.

VII. Clothing and Allowance

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

The Group Home provides appropriate clothing, items of necessity, and the required \$50 monthly clothing allowance to children. Children are given opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity.

Children spend their allowances as they choose. However, the Group Home does not provide children with the required minimum weekly allowance.

The Group Home provides children with adequate personal care items.

Children are encouraged and assisted in creating and maintaining photo albums/life books.

Recommendation

- 4. Tana Group Home management provide children with the required minimum weekly allowance.**

**Tana Group Home
Normandie Site
4122 So. Normandie
Los Angeles, California 90037
Phone: (323) 293-5946
License Number: 191800479
Rate Classification Level: 8**

I. Facility and Environment

Method of assessment – Observation

Comments:

Normandie Group Home is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean, and adequately landscaped. However, wooden boards and a broken dining table are stored in the backyard.

The interior of the Group Home is well maintained. The common quarters are neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment. However, cleaning fluids and laundry supplies are stored in the food pantry.

Overall, the children's bedrooms are well maintained. The rooms are clean and orderly, and have age-appropriate personalized decorations. There is adequate storage space; however, there is a broken shelf in the closet; dressers are scratched; and the bedroom lighting is inadequate. Window coverings and window screens are in good repair. The mattresses are comfortable, and the beds all have a full complement of linens; however, the pillows are worn and flat. Children's sleeping arrangements are appropriate.

The Group Home maintains age appropriate and accessible recreational equipment. There are also board games, a TV, and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

Recommendations

1. Tana Group Home management:

- a. Remove debris from the back yard.**
- b. Remove cleaning fluids and laundry supplies from the food pantry.**
- c. Replace the worn pillows on children's beds.**

- d. Repair the shelf in the bedroom closet, and repair furniture in the children's bedrooms.**
- e. Provide adequate lighting in the children's bedrooms.**

II. Program Services

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: One

Comments:

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The treatment team and the child are not included in the development or implementation of the Needs and Services Plans (NSPs). The NSPs are not current or comprehensive, and do not include long and short-term goals.

Case files reflect adequate documentation to show that children are receiving treatment services.

2. Tana Group Home management:

- a. Include the treatment team and input from the child in the development and implementation the NSPs.**
- b. Maintain a current NSP for each child.**
- a. Develop NSPs that are comprehensive, and include short and long term goals.**

III. Educational and Emancipation Services

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: One

Comments:

Children are attending school. Children are provided with educational support and resources to meet their educational needs, and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help, and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

Recommendations

There are no recommendations for this section.

IV. Recreation and Activities

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: One

Comments:

The Group Home provides children with sufficient recreational activities, and leisure time. Children are given opportunities to participate in planning activities.

Children participate in extra-curricular, enrichment, and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

Recommendations

There are no recommendations for this section.

V. Psychotropic Medication

Method of assessment – Review of relevant documents

Comments:

According to the Agency's management, there are currently no residents receiving psychotropic medications. This information is appropriately documented.

Children are aware of their right to refuse medication.

Recommendations

There are no recommendations for this section.

VI. Personal Rights

Method of assessment –Interviews with children

Sample size for interviews: One

Comments:

The child is informed about the Group Home's policies and procedures. The child reports that he feels safe in the Group Home, and is provided with appropriate staff supervision. The child expresses satisfaction with the quality of his interactions with staff, and reports that staff treats him with respect and dignity.

The child reports that he is assigned chores that are reasonable and not too demanding. The child is able to have private visitors, make and receive personal telephone calls, and send and receive unopened correspondence and mail. The child is able to attend religious services of his choice.

The child reports that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

The child reports satisfaction with meals and snacks.

The child receives voluntary medical, dental, and psychiatric care.

Recommendations

There are no recommendations for this section.

VII. Clothing and Allowance

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: One

Comments:

The Group Home provides appropriate clothing, items of necessity, and the required \$50 monthly clothing allowance to children. Children are given opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity.

Children spend their allowances as they choose. However, the Group Home does not provide children with the required minimum weekly allowance.

The Group Home provides children with adequate personal care items.

Children are encouraged and assisted in creating and maintaining photo albums/life books.

Recommendation

- 3. Tana Group Home management provide children with the required minimum weekly allowance.**

Tana Group Home Inc.
4122 South Normandie Avenue
Los Angeles, California 90037
Phone: 323 293-5946
Fax: 323 293-8357
License Number: 191800479
Rate Classification: Level 8

County of Los Angeles
Department of Auditor-Controller
Children's Group Home Ombudsman
500 West Temple Street, Room 515-A
Los Angeles, California 90012-2766
Phone: (213) 893-7966 Fax: (213) 346-9020

December 5, 2005

Tana Group Home I (TGH) is located in a residential area. The population it serves is ages 12-17 years of age. During the time of audit, Tana I population served was one resident.

Facility and Environment

The wooden debris (i.e. wooden boards and broken dining room table) discovered by the auditor was removed the next day.

TGH Administrator and TGH Staff will work together to ensure that no debris will be left in backyard areas.

TGH Staff immediately remove the janitorial supplies and placed them in a locked storage area away from the can goods.

TGH Staff will ensure that all janitorial supplies will be stored and locked in the storage area away from foods. The TGH Facility Manager at the end each shift will use a checklist to verify all supplies are stored and locked safely.

TGH Administrator removed the 65-watt light bulbs in the sockets and replaced them with one 75-watt bulb in each room.

TGH Facility Managers will do a walk-through at the end of each of their shifts along with a checklist to ensure that there is adequate lighting in the bedrooms at the end of each work shift.

TGH Administrators and TGH Staff will changed the pillows with in 30 days(i.e. December 22, 2005. The Facility Manager will do daily room checks to ensure that

all residents' pillows are in good condition. The Facility Managers will turn in a checklist within 24-hours when a pillow(s) are in need of replacement.

II Program Services

According to Planned Activities Of Community Resources Sec. 4 per Department and Children Services Tana Group Home Inc. Program Statement, revised 2005 it states, " All planned activities will be evaluated and approved by the Facility Administrator prior to scheduling. "

TGH Administrators and TGH Facility Manager will work together and provide the appropriate planned activities for the children (i.e. recreational parks, museum, etc.) These planned activities will not come in conflicted with children, education, therapy, drug treatment or Independent Living Activities.

According to the Needs and Services Plan /Assessment Sec. 9 per Department of Children and Family Services Tana Group Home Inc Program Statement, revised 2005, it states, "upon entry into the Facility, the Facility Social Worker will develop and interim Needs and Services Plan for all residents, with the exception of these placed on an emergency placement basis, in consultation with residents authorized placement worker and resident."

TGH LCSW will ensure that Needs and Services Plan (NSP) are provided and maintained in the residents' files every three month. Also the goals and objectives implemented in the residents NSP are more complex so that one could understand the residents' long and short-term goals. Follow-up on the resident's NSP will be included as well.

III. Educational and Emancipation Services

There are no recommendations for this section.

IV. Recreation and Activities

According to Planned Activities Of Community Resources Sec. 4 per Department and Children Services Tana Group Home Inc. Program Statement, revised 2005 it states, " All planned activities will be evaluated and approved by the Facility Administrator prior to scheduling. "

TGH Administrators and TGH Facility Manager will work together and provide the appropriate planned activities for the children (i.e. recreational parks, museum, etc.) These planned activities will not come in conflicted with children, education, therapy, drug treatment or Independent Living Activities.

V. Psychotropic Medications

There are no recommendations for this section.

VI. Personal Rights

There are no recommendations for this section.

VII. Clothing and Allowance

According to Handling of Children's Funds, Allowances, and Salaries, Sec. 17 of the Department of Children and Family Services Tana Group Home Inc. Program Statement, revised 2005, it states, " All residents will be credited with the minimum allowance of \$7.00 per week and will have the option of earning an additional \$8.00 through the behavioral management system. TGH Administrator or TGH Facility Manager will issue allowance after dinner every Friday night.

Tana Group Home Inc.
3417 South Arlington Avenue
Los Angeles, California 90018
Phone: (323) 766-9429
License: 191801363
Rate Classification: Level 8

County of Los Angeles
Department of Auditor --Controller
Children's Group Ombudson
500 West Temple Street, Room 515-A
Los Angeles, California 90012-2766
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December 5, 2005

Tana Group Home II (TGH) is located in a residential area. The population it serves ages 12-17 years of age. During the time of audit, Tana II population served three minors.

Facility and Environment

Tana Group Home (TGH) Facility Manager put the locks on the storage bin the same day.

TGH Administrators and Facility Manager will ensure that end of each shift storage bin is locked.

TGH Facility Manager removes all toxic substances from the food pantry during the audit.

TGH Staff will ensure that all janitorial supplies will be stored and locked in the storage area away from can goods. TGH Facility Manager at the end of each shift will use a checklist to verify all supplies are stored and locked safely.

TGH Administrators and TGH Staff removed all worn pillows during the audit.

TGH Administrator removed the 65-watt bulbs in each room and replaced them with 75-watt bulb in each room.

TGH Facility Managers will do daily room checks to ensure all residents' pillows are in good condition. TGH Administrators will remove and replace resident's pillows every six (6) months. The Facility Manager will turn in a checklist within 24-hours when a pillow(s) are in need of replacement.

II. Program Services

According the Needs and Services/Assessment Sec.9 per Department of Children and Family Services Tana Group Home Inc. Program Statement, revised 2005, it states, "upon entry into Facility, the Facility Social Worker will develop and interim Needs and Services Plan for all residents, with the exception of these placed on an emergency placement basis, in consultation with residents authorized placement worker and resident.

TGH LCSW will ensure that Needs and Services Plan (NSP) are provided and maintained in the residents' files every three month. Also the goals and objectives implemented in the residents NSP are more complex so that one could understand the residents' long and short-term goals. The follow-up on the resident's NSP will be included as well.

III. Educational and Emancipation Services

There are no recommendations for this section.

IV. Recreation and Activities

According to Planned Activities Of Community Resources Sec.4 per Department and Children Services Tana Group Home Inc. Program Statement, revised 2005 it states, "All planned activities will be evaluated and approved by the Facility Administrator prior to scheduling."

TGH Administrators and TGH Facility Manager will work together and provide the appropriate planned activities for the children (i.e. recreational parks, museum, etc.) These planned activities will not come in conflict with children, education, therapy, drug treatment or Independent Living Activities.

V. Psychotropic Medications

There are no recommendations for this section.

VI. Personal Rights

There are no recommendations for this section.

VII. Clothing and Allowance

**According to Handling of Children's Funds, Allowances and Salaries, Sec. 17 of the Department of Children and Family Services Tana Group Home Program Statement, revised 2005, it states," All residents will be credited with the minimum allowances of \$7.00 per week and will have the option of earning an additional \$8.00 through the behavioral management system.
TGH Administrators or TGH Facility Manager will issue all allowances after dinner every Friday night.**